



**Opening Date:** August 15, 2006

**Closing Date:** Open Recruitment

Applications are currently being accepted for a part-time Aquatics Program Manager (average of 19 hours per week), which may include mornings, afternoons, evenings, weekends, and/or all-day work shift.

**ESSENTIAL JOB FUNCTIONS:**

- Assist the Aquatic Center manager in the administration of the Aquatics program which includes: planning, publicizing, organizing, implementing, and supervising year-round aquatic and fitness programs.
- Assist in the employment of instructional staff and the scheduling of those staff members.
- Assist in developing schedules for the aquatics programs and facility use.
- Instruct classes and workshops.
- Maintain records and reports.
- Perform lifeguard duties, maintenance and janitorial tasks as needed.
- Assist in providing weekend, evening and on call management coverage.
- Attend and participates in required in-service training and meetings. Demonstrate retention of skills and knowledge and ability to initiate action, integrates actions with other staff members.

**NECESSARY QUALIFICATIONS:**

- Possess current Red Cross Lifeguard Training, WSI, CPR and First Aid certifications. Possession of a nationally recognized water fitness certification is desirable.
- Three (3) years of increasingly responsible experience in an aquatic facility, with at least one (1) year in a supervisory / programming position.
- Ability to work flexible hours.
- Maintain a neat, professional appearance.
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**PAY RANGE:** \$9.58 – \$11.66 per hour (DOQ)

**APPLY AT:**

Woodburn City Hall – Personnel Office  
270 Montgomery St.  
Woodburn, OR 97071  
(503) 982-5210

**See reverse side for additional information**

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The Woodburn Aquatic Center has been in operation since 1995. The facility includes a 25 yd. X 25 meter pool, with a 50' water slide and rope swing, a 16' x 60' wading pool and 10 person spa. The facility serves not only the Woodburn area but draws patrons from the Keizer, Silverton, Molalla and St. Paul areas. The community has a large population of those with Hispanic and Russian cultures. Persons with the ability to communicate in either Spanish or Russian dialect are preferred, but not required, for the position.

For more information, please visit our website at [www.woodburn-or.gov](http://www.woodburn-or.gov).

Under provision of the Immigration Reform and control Act of 1986, the City of Woodburn requires any person hired or rehired to provide appropriate documentation of eligibility for employment.

If you wish to identify yourself as a qualified individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, that request must be made to the Personnel Officer **no later than the closing date of this job announcement** and the applicant must provide information on how reasonable accommodation may be met. No smoking is allowed in City buildings. The City of Woodburn promotes a Drug-Free Workplace.

**AN EQUAL OPPORTUNITY EMPLOYER**